

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 14-119

OPEN TO:	All Interested Candidates	OPENING DATE: July 18, 2014
TITLE:	AID Project Management Specialist (S&G)	CLOSING DATE: July 31, 2014
GRADE:	FSN-11	AGENCY: USAID
POSITION NO:	80260-033	LOCATION: ISLAMABAD
SALARY:	Rs. 3,129,426 P.A. (Starting salary)	

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of AID Project Management Specialist (Stabilization & Governance) for the Office of Peshawar Programs (FATA/KP) in Islamabad. The position is classified at FSN-11 grade level. The starting salary for this position is Rs. 3,129,426 per annum and the maximum range is Rs. 5,849,589 per annum, as per the current FSN Compensation Plan.

BRIEF DESCRIPTION OF DUTIES: The AID Project Management Specialist (Stabilization and Governance), serves as the primary Office of Peshawar Programs (FATA/KP) person on USAID stabilization and governance (S&G) programs/projects/activities. The incumbent advises on USAID S&G objectives in KP and FATA by providing USAID with technical input and oversight of programs in areas of S&G. The incumbent provides in-depth situational awareness of current socio-political trends relating more broadly to stabilization and governance within the Province, by serving as the lead S&G resource in the Regional Office on S&G issues and S&G programming in KP and FATA; by providing FATA/KP-specific stabilization and governance information to USAID staff in Islamabad; and by engaging implementing partners, Government of Pakistan, Government of KP and FATA Secretariat counterparts on policy issues and other matters related to program/project/activity design, implementation, and oversight. The incumbent may serve as COTR/AOTR for S&G governance-related activities. The incumbent reports directly to the FATA/KP Regional Office Development Assistance Specialist-Multisector, but also liaises frequently with other USAID offices and staff in Islamabad, Karachi, and Lahore. The position, while based at the USAID/Pakistan office in Islamabad, will work closely with colleagues in Peshawar and other areas as well.

QUALIFICATION REQUIRED:

EDUCATION: University Degree (a minimum of 16 years of education) in a field relevant to stabilization and governance, or to a field of development assistance, such as political science, economics, public administration, development studies, sociology, or in a closely related field is required.

EXPERIENCE: A minimum of five years progressively responsible, job-related, professional-level experience in stabilization and governance-related project management in the public or private sector working with a donor agency or donor implementing partners, Government of Pakistan, Government of KP and FATA Secretariat or NGOs is required. Demonstrated experience in stabilization and/or governance programming is essential. Relevant types of experience include analytical work, program design and management, and direct technical assistance.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: Knowledge and understanding of host-country historic, economic, social, cultural, and political characteristics; understanding of the current development prospects for Pakistan and FATA/KP, and host-government priorities and resources; and, an understanding of the general level of development in the region, is required. Knowledge of Stabilization and Governance programs and issues is essential (such as civil society, rule of law, elections, etc.); knowledge of the objectives and operations of the program activities of other international donor organizations is required. The incumbent must be familiar with or able to quickly become familiar with, applicable Pakistani laws and regulations that shape, constrain, or otherwise impact efforts to improve governance in KP and FATA. Similarly, the incumbent must understand the complexities of local cultural and socio-political institutions and their interrelationship with stabilization and governance issues. The incumbent must be able to quickly learn US

Government legislation and policy relating to development assistance, including programming policies, regulations, procedures, and documents, as well as a solid working knowledge of budgeting, accounting, and monitoring systems; and, an understanding of Stabilization and Governance program goals and familiarity with best practices in project design, development, implementation, and/or evaluation.

ABILITIES & SKILLS: Successful performance in this position requires excellent judgment, sophisticated analytical and interpersonal skills, and strong organizational ability. The incumbent must be able to obtain, analyze, and evaluate a variety of data; and, organize, interpret, and present it in meaningful oral and written form for varied audiences, and provide solid analysis leading to sound decisions. The work requires the ability to draft factual and interpretive memos, providing clear and well-supported recommendations and objective information and advice. The incumbent must have skills in developing and maintaining cordial, professional relationships, and the ability to perform in a team environment, even when daily, face-to-face contact is not possible. A high degree of computer literacy is required, including the ability to create and manipulate budget spreadsheets using computer programs; manipulate and present a variety of data to different audiences; utilize office technology for increased productivity; and develop and manage complex accounting and control systems.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
9. Please note that for In-House Candidates, employee's transfer or promotion whichever is applicable will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Office of Executive Management, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 31, 2014

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.